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Office of the Secretary of Higher Education Waiver Process

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The process for institutions to request a waiver from the prohibition in Executive Order No. 104 that bars in-person instruction at institutions of higher education is as follows:

Waiver applications for health-related clinical rotations must include the following components:

- Describe training or guidance your institution will provide to students regarding appropriate precautions for self-protection as healthcare professionals.
- Describe steps your institution will take to adhere to [NJ Department of Health guidance](#) for healthcare professionals.

All other waiver applications must include the following components:

- Describe the compelling rationale for continuing in-person instruction and potentially exposing individuals at the institution to COVID-19.
- Describe why the instruction cannot be provided through either online instruction or distance education.
- Describe other options your institution has explored as an alternative to in-person instruction, including alternate forms of instruction or the postponement of academic programming, and provide an explanation for why these options were not adopted.
- Set forth the precautions you will take to minimize the risk of COVID-19 exposure and spread to the student or students that your institution proposes to continue to serve through in-person instruction.
- Estimate the number of students affected by the proposed waiver.

Waiver requests must be submitted by the President of the institution. To the extent practicable, your institution should submit a single waiver request to OSHE that includes every waiver that the institution has determined to seek from the Secretary. Upon approval by the Secretary, a waiver will be in effect until the Governor's Executive Order prohibiting in-person instruction at institutions of higher education has been lifted. However, approval is contingent on the institution notifying the Secretary of any material changes in circumstances, and the Secretary retains the right to review and rescind waiver based on those changes in circumstances.

Kindly send all waiver requests via email to OSHE@oshe.nj.gov with the subject line "WAIVER REQUEST-Institution Name".